

Chief [ ]

6 January 1956

Director of Training

Attachment of Junior

1. Effective 13 January 1956 JOT [ ] is attached to [ ] according to the agreement reached between [ ] of [ ] of JOTP. This attachment will be for a period of one year, at the end of which time it will be decided whether [ ] will continue in the attachment or be transferred to another office. It is understood that [ ] who is a reserve officer, will be called to active duty in June 1956 and be away from the Agency for training for approximately sixteen weeks.

2. [ ] is attached to [ ] to learn Headquarters procedures of an area desk and to be trained as a case officer. This training taken as a whole is meant to prepare the Trainee for eventual overseas assignment.

3. The JOT Program will support the Branch by giving the Trainee any additional special training which [ ] may find necessary so that the Trainee may perform his tasks in an adequate manner.

4. It is requested that the Time and Attendance Clerk of [ ] keep [ ] time and attendance record during the period of this attachment. Any leave requested by the Trainee must be worked out with the supervisor and final approval will be given by the C/JOTP. Overtime will be reimbursed for only if it has been authorized and approved by the C/JOTP prior to performance.

5. The Trainee is required to furnish the C/JOTP with a report at the end of the first, second, sixth, ninth, and twelfth months of his attachment. The report should cover the type of work he has been doing, the quality of the supervision he has been receiving, and the value of the experience in his development for the proposed future assignment. These reports must go through the supervisor's office prior to acceptance by the C/JOTP. A member of the JOT Program will consult with the supervisor from time to time on the progress and development of the JOT in this training situation.

6. It is requested that the supervisor prepare and send to the C/JOTP an outline of the activities which the Trainee will be pursuing with a statement of the benefits to be derived from this type of

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25X1 training. It will be understood by this office that the program for the JOT will be flexible and may be altered from time to time to meet the operating needs of [redacted]

[redacted]

for MATTHEW BAIRD

OTR/MB:PEB:jw  
25 Jan. 56

25X1 Orig. & 1 - Addressee  
1 - DTR  
1 - JOTP  
1 - Official File  
1 [redacted]